



IRMT-TER COURSE REGISTRATION FORM

From September 2018

**It is intended that this course be completed within 12 weeks from registration.
Extensions of time may be negotiated by writing to the Course Coordinator.**

Please complete all details and note the important information about Criminal Conviction History Report and Privacy. You will need to supply all information and pay the course fee before you can be registered.

Applicant's Details

Family name _____ Given name(s) _____

Postal address _____

_____ Post Code _____

Phone (____) _____ Mobile (____) _____

Email _____

Skype address _____

Instrument /s _____

Are you an IRMT member? Yes / No

Host school _____ HOD _____

HOD email _____ HOD phone _____

Host school principal _____ Phone _____

Additional schools _____ Phone _____

_____ Phone _____

_____ Phone _____

Instruments taught _____

size of groups/class _____

Levels _____

Registration Fees (inclusive of GST)

IRMT GST No. 21- 071-161

\$ 980.00

Ministry of Justice Criminal Conviction Report

The Ministry of Education requires that all candidates undertaking the TER course have obtained a recent Criminal Conviction History (CCH) Report. Please attach this to the application. If you do not have a recent CCH, please complete and send the following form to the Ministry of Justice, who will send you a report – you will need to attach the report to this application. Note that it takes 6-8 weeks to obtain the Criminal Conviction History report from the Ministry of Justice.
<https://www.justice.govt.nz/assets/Documents/Forms/request-by-individual.pdf>

Privacy

Information you disclose to us on this application form will be kept secure. Please note that whilst your privacy will be respected, relevant professional bodies will be party to disclosed information and results as necessary.

Paying your Registration Fee

You need to pay your registration fee and provide all information before you can be registered for the TER course. Details of how to pay follow:

Paying electronically (preferred method):

Bank: ANZ; Account Name: IRMTNZ; Account No: 060501-0462799-55

Code: *your name* Reference: "IRMT - TER"

Note: Please ensure you include your name so that we know who has sent us the payment

Paying by cheque: Please make cheques payable to Institute of Registered Music Teachers of NZ and post together with your form to the IRMT-TER Course Coordinator below.

Sending in your Registration

Please email or post the completed **Registration Form**

And a scanned copy of the **Memorandum of Understanding** with your Host School to the IRMT-TER Course Coordinator at:

Email: irmtter@gmail.com

Post: IRMT-TER Coordinator; 513 Whitehead Road; Hastings 4120